

California Department of Health Services

Reorganization Milestones

Milestones Completed Through January 11, 2007

- Governor called on Legislature to work with him to reorganize the California Department of Health Services (CDHS) and create a new California Department of Public Health (CDPH)
- CDHS management met with external stakeholders, CDHS management, Senator Ortiz, and legislative staff to determine which programs should be under the jurisdiction of CDPH, as authorized by SB 162 (Ortiz).
- Governor signed SB 162 (Chapter 241, Statutes of 2006).
- Developed plan to implement the reorganization within the budget neutrality constraints of SB 162.
- Identified positions and funds required to effect the reorganization. Documented the impacts that using these resources would have on program operations and administration. Identified suitable positions within the organization for placing those few employees who occupy positions that will be redirected or reclassified to implement the reorganization.
- Developed mission statements, program structures and budget detail needed to display CDPH and the Department of Health Care Services (DHCS) separately in the Governor's 2007 Budget.
- Developed organizational structures for CDPH and DHCS to effectively carry out the focused and enhanced missions of each department.
- Surveyed all CDHS staff to capture their opinions and concerns on the different aspects of the reorganization process.
- Procured a Change Management Consultant to help CDHS management maximize opportunities for advancing the missions of CDPH and DHCS and ameliorate any negative impacts that the reorganization process might have on employees and programs.
- Developed the process for assigning employees who work in CDHS organizational units which will be split due to the reorganization, to their new departments. CDHS management determined which units, sections, or branches perform workload entirely for a specific department; determined the skills-based business expertise that each department must have; identified employees with required skills-based business expertise; published state service seniority scores for potentially affected employees; and provided time for employees to appeal their seniority scores.
- Met with employee labor unions to lay out the employee assignment process and answer questions.
- Developed process and schedule for recruiting executive staff (exempts and CEAs) for CDPH and DHCS.

- Identified space renovation needs for CDPH Director's Office and the costs associated with it.
- Adopted new email address naming convention for CDPH and DHCS; reserved domain names (CDPH.CA.GOV and DHCS.CA.GOV); identified IT program applications which need to run in both departments after the reorganization; developed requirements for the new CDPH and DHCS websites.
- Obtained the Governor's Office approval of the process CDHS will use to assemble a pool of well-qualified applicants for the Governor's appointment of nine members of the Public Health Advisory Committee (PHAC).
- Published five Updates on the Reorganization to inform CDHS staff and external stakeholders of the progress of the reorganization.

Completion Schedule for Remaining Milestones

January 2007

- Meet with external stakeholders and CDHS management and staff to present mission statements, program structures, budgets and organization charts for CDPH and DHCS, and to discuss the process for soliciting applications to the PHAC.
- Begin splitting functions and workload between departments in the following areas:
 - Administrative Division
 - Information Technology Services Division
 - Office of Civil Rights
 - Office of Legal Services
 - Office of Legislative and Governmental Affairs
 - Office of Public Affairs
 - Internal Audits
- Begin splitting out the accounting systems and creating new codes for CDPH and DHCS.
- Conduct the employee assignment process for Managerial/Supervisory/Confidential employees; publish the results.
- Develop and test programs for renaming existing email addresses.
- Begin sending CEA packages to SPB for review and approval.
- Begin soliciting applications from the public health community for Governor's appointees to the PHAC.

February 2007

- Programs receiving redirected positions reclassify, recruit, and fill the first 20-25 vacancies.
- Programs giving up filled positions for the redirection inform affected employees of their placement options, seek assistance from Departmental Placement Committee if necessary, and transition staff to new assignments.

- Conduct the employee assignment process for represented employees; publish the results.
- Draft clean up legislation to SB 162 as needed
- Identify reorganization transition issues requiring Interagency Agreements between CDPH and DHCS.
- Identify/draft contract language needing revision.
- Test for proper operation of Blackberry, encryption, anti-spam, fax, and Outlook Web Access services.
- Meet with users to ascertain business needs, necessary modifications, and timing for IT program applications which need to run in both departments after the reorganization.
- Conduct employee contest to design the logos for CDPH and DHCS.
- Design CDPH and DHCS Internet websites.
- Release recruitment bulletins for CEAs, pending SPB approval.
- Begin construction on CDPH Director's Office. This will require the relocation of approximately 15 employees currently located in the construction area.
- Finalize plans for relocating employees associated with the creation of the new department.

March 2007

- Programs receiving redirected positions reclassify, recruit, and fill another 20-25 vacancies.
- CDHS review teams read and score applications for PHAC membership.
- Governor issues proclamation that April 2-8, 2007 is California Public Health Week.

April 2007

- Celebrate California Public Health Week.
- Complete CEA examination process.
- Begin hiring interviews for CEAs.

May 2007

- CDHS management recommends candidates for appointment to the PHAC to the Agency and the Governor's Office.
- Replicate IT applications on servers dedicated to each department, test, put into production.
- Populate CDPH and DHCS Internet websites.
- Obtain final SPB approval for CEA positions.
- Select CEA candidates and send appointment packages to Agency for review and approval.
- Begin relocation of staff associated with the creation of the new department. These relocations will occur over the next four to five months to minimize disruption to staff and workloads.

June 2007

- Programs receiving redirected positions reclassify, recruit, and fill the remaining vacancies.
- Implement email address change.
- Test web infrastructure, Internet websites and connectivity; implement Internet websites.
- Complete construction of CDPH Director's Office.
- Governor announces his appointments to the PHAC.

July 2007

- Celebrate a successful reorganization effort

September 2007

- Convene the first meeting of the PHAC.

January 19, 2007